



# Longstanton Parish Council

Minutes of the Full Council Meeting, held at  
The Village Institute, 24 High Street, Longstanton  
Monday 13<sup>th</sup> February 2017 at 7.35pm

**Those Present:** Cllr Street (Chair), Cllr Burns, Cllr Sinclair, Cllr Samm, Cllr McPhater, Cllr Mrs Brash-Hall  
Clerk: Libby White

**In attendance:** County Cllr Hudson  
5 members of the public

- |  | <b>Power</b> | <b>Action</b> |
|--|--------------|---------------|
| <b>16-17/184 To Receive and Accept Apologies for Absence</b><br>Apologies were received and accepted from Cllr Dr Sastry (work commitments) and Cllr Mrs Wilkins and D Cllr Riley (personal).  |              |               |
| <b>16-17/185 Councillor Vacancies</b><br>It was noted that there are currently 3 vacancies for Councillor. All can be fulfilled by Co-option.  |              |               |
| <b>16-17/186 Councillors' Declarations of Interest for items on agenda</b><br><b><i>Declarations of interest from Councillors on items on the agenda:</i></b> None<br><b><i>Requests to Speak:</i></b> None required<br><b><i>To receive requests for dispensations:</i></b> None<br><b><i>Grant of dispensations:</i></b> None required.  |              |               |
| <b>16-17/187 Open Forum for Public Participation (10min)</b><br>Cllr Mrs Brash-Hall arrived at 7.37pm<br><br>None. Members of the public were permitted to speak under item 16-17/191 where necessary.   |              |               |
| <b>16-17/188 Approval of Minutes</b><br>a) It was <b>proposed</b> by Cllr McPhater, seconded by Cllr Samm and <b>RESOLVED</b> by a unanimous vote that the minutes of the full council meeting held on 9 <sup>th</sup> January 2017 be approved and signed.<br>It was <b>proposed</b> by Cllr Burns, seconded by Cllr McPhater and <b>RESOLVED</b> by a unanimous vote that the minutes of the planning meeting held on 23 <sup>rd</sup> January 2017 be approved and signed.<br>b) <b><i>Matters to report from previous meeting (for information)</i></b> <ul style="list-style-type: none"><li>• Planning responses were sent in. It was noted that should there be a refusal from SCDC Planning for the Mills Lane application, it is unlikely they will require it to go to Committee.</li><li>• Report from Cllr Sinclair received (circulated prior to meeting via email) following attendance at Northern Parish meeting.</li></ul> c) <b><i>Clerks Report</i></b> <ul style="list-style-type: none"><li>• Cllr Mrs Brash-Hall and Clerk yet to meet re Photographic Competition.</li><li>• Parish Clerk has received all road safety signs from the students at Hattons Park Primary School. Feedback has been received from Highways Department. Need to look at costs to create the signs moving forward and be brought to March meeting.</li><li>• Urgent tree work has been authorised on 2 trees overhanging from the cemetery. Large branches are hitting the windows on the double decker school buses. Additional overhanging trees have been reported which are privately owned.</li><li>• Cllr McPhater to report back on how the parish council can support residents to visit residents who may be lonely at the March meeting.</li><li>• The Clerk has attended the Routine Playground Inspection course and completed an examination. Full report to come to council in March.</li><li>• Correspondence was sent to Mr Jackson with respect to the invoices for the</li></ul> |              |               |

Pavilion. No news received and no written orders found. Siren has been found at the Pavilion but it does not appear to have been installed.

**16-17/189 County Council Matters**

- a) C Cllr Hudson stated that he had nothing to add following circulation of the report circulated prior to the meeting. He did mention that they would be setting the budget on 14<sup>th</sup> February.
- b) i. It was **noted** that an invitation was received for a Cllr to attend a Healthwatch meeting on 20<sup>th</sup> February 2017. No members were able to attend.

**16-17/190 District Council Matters**

- a) D Cllr Riley was unable to attend due to personal reasons.
- b) i. It was noted that notes from the November Parish Liaison meeting had been received. The clerk confirmed that all future dates have been diarised and will be raised to allow attendance the month prior to the meeting.
  - ii. It was noted that the January parish e-bulletin had been received and circulated via email.
  - iii. It was noted that the January and February Planning policy updates had been received and circulated to members by email.

**16-17/191 Community Hub Matters**

As previously requested by Trustees of the Village Institute, a summary of the draft business plan was provided for members to consider. Following lengthy discussion, Cllr Mrs Brash-Hall stated that she would have liked to have been able to see the larger 26pg document and that she had concerns that there are no viable running costs shown. She wanted to be reassured that the costs are reviewed. In addition, she didn't like the SWOT analysis as she felt it was not very balanced. Finally, she felt that the summary did not show costings on how the building will be run.

Cllr Street stated that the plan demonstrates that there is a need for the community hub and understands that there are concerns, but feels that there is a need to move the plans forward. Members stated that there should be a 3 year cashflow projection to show it is sustainable.

A member of the public noted that business plans for the Pavilion should not be rushed through which could mean that aspirations were not fit for purpose. Cllr McPhater summarised where he felt the income would be coming in from and when he felt that the build may break even. Cllr Mrs Brash-Hall reiterated that she wanted to see a full cashflow before she signed up for anything.

Cllr Burns stated that he had concerns on the build side and understands the concerns raised from Cllr Mrs Brash-Hall as there is a lack of expertise, community engagement and costings going forward.

Another member of the public wanted to check that reserves were allocated to be able to pay for the planning application. It was confirmed that earmarked reserves are in place.

A resident who resides near the Recreation Ground stated that he though the hub was a driver for sports facilities. He stated that he was horrified that the building would be filled with 21<sup>st</sup> birthday parties each weekend and asked whether residents who lived nearby realised that this could be an option. He stated that he felt that the Council would lose a large section of community support, if it is to be used for parties every weekend.

Following discussions, Cllr Mrs Brash-hall stated that any potential Employer's Agent should be brought to Council for approval. As a contractor, a minimum of three should be considered and recommendation made at a later date.

It was **proposed** by Cllr McPhater and seconded by Cllr Street to use reserves to engage the architect to work towards submitting planning application.

The vote fell at this point with 1 against and the other members unable to vote.

Cllr Sinclair stated that he was unable to vote as he felt that it was not necessarily being done in the right order and there are too many unknowns.

It was **proposed** by Cllr McPhater, seconded by Cllr Burns and **RESOLVED** with a unanimous vote to hold a full review of the business plan outside of the main meeting and review the operational costs, financial analysis, etc. to be brought back to the next council meeting along with proposals for the Employers Agent.

All

Cllr Mrs Brash-Hall suggested that members have a meeting with Girton Parish Council who is currently working on a new build project.

#### 16-17/192 Planning Matters

##### *Planning Matters - for comment*

- a) Cllr Mrs Brash-Hall left meeting at 9.06pm

S/0001/17/FL - removal of 4 no. timber road signs and replacement of 2 no. brick signs adjacent to 2 and 15 Thatchers Wood, Longstanton for Mr Geoffrey Butler, Thatchers Wood Residence Co Limited.

It was **proposed** by Cllr McPhater, seconded by Cllr Sinclair and **RESOLVED** by a unanimous vote that this work be recommended for Parish Council SUPPORT.

Clerk

- b) Cllr Mrs Brash-Hall returned to the meeting at 9.10pm.

S/2482/16/OL – outline planning application for 9 no. self-build dwellings at Mills Lane, Longstanton for Mr Andrew Taylor, Resolute Estates Limited.

The Clerk informed members that since the last meeting SCDC had declined to provide any advice at all with respect to the letter received from the applicant. During a separate conversation with the Council's solicitor, the matter had been raised by the Clerk and the solicitor stated that it would be a matter for the police, however, he felt that the police would not pursue. The Clerk confirmed that she had also raised with colleagues for their thoughts and an advisor from SLCC stated that the members discuss agreement on how to respond.

It was **proposed** by Cllr Sinclair, seconded by Cllr Burns and **RESOLVED** by a unanimous vote that Council do not respond to the letter from Mr Taylor which it is felt would mean inappropriate correspondence would ensue.

##### *Planning Matters - for Information only*

- c) It was **noted** that approval had been given for S/3500/16/FL for loft conversion to rear of 17 Stevensons Road, Longstanton for Mr Paul Smith.
- d) It was **noted** that prior planning approval is required for the erection of the hay barn for Mr Ambrose.

#### 16-17/193 Northstowe Matters

The report from the Northstowe Community Forum, as taken by the Clerk, was **noted** by members.

It was also noted that there is to be a meeting on Thursday 16<sup>th</sup> February to look at the dewatering issue on Northstowe. Any members able to attend, to meet at the Pathfinder school at 10.30am.

Clerk/  
Anyone

#### 16-17/194 Highways Matters

- a) The Clerk confirmed that information had been received informing the council that a 12-month extension had been given to the administration of the Cofton land. Though there is an extension, all parties are continuing to work to get the land adopted as soon as possible.
- b) Correspondence had been received from a resident of Station Road asking for the Parish Council to look at changing the speed limit to 30mph as Willingham Parish Council are looking at this for their section of the same road.

It was **proposed** by Cllr McPhater, seconded by Cllr Samm and **RESOLVED** by a unanimous vote that the Clerk ask C Cllr Hudson to look into what progress is being made on the Willingham application and what possibilities there are to extend this to Longstanton.

Clerk

- c) The bulletin received from Highways England with respect to the A14 works was **noted** by members. New speed cameras have been installed on the A14 and will be operational from 23<sup>rd</sup> February 2017.

**16-17/195 Police Matters**

- a) Since the meeting held on 9<sup>th</sup> January the following incidents have occurred:
- 2 x break in of business premises
  - 1 x attempted break in of business property
  - 1 x theft of a bicycle

The police held a Crime Prevention Event held at the Village Institute on Friday 13<sup>th</sup> January 2017. No report has been received following the event.

- b) Correspondence received from the police with respect to anti-social behaviour was considered by members. It was **proposed** by Cllr Mrs Brash-Hall, seconded by Cllr Sinclair and **RESOLVED** by a unanimous vote that the Clerk investigate whether CCTV would work if located on the Pavilion building and the tennis club flood lights to cover the playground and recreation ground.

Clerk

**16-17/196 Youth Provision**

- a) The report from the Connections Bus was considered by members. It was noted that numbers were significantly lower than when the bus was provided between 7pm and 9pm.

It was **proposed** by Cllr Burns, seconded by Cllr Sinclair and **RESOLVED** by a unanimous vote to engage with the younger members to find out what they want to do about the bus. The Clerk to come back in March to enable a decision to be made and to report back to Connections Bus what is happening.

Clerk

- b) The Clerk confirmed that the Youth Café was held on 7<sup>th</sup> February 2017 with refreshments provided by the Co-op. 16 young members attended and feedback was very positive. Discussions were constructive and a further café has been set up for 28<sup>th</sup> February and full report to be provided to Council in March.

**16-17/197 Finance Matters**

- a) The Clerk informed the members of the meeting that the bank account balances as at 31<sup>st</sup> January 2017 were as follows:

Current Account	£40,159.27
CCLA Current Account	£140,000.00
Home Farm Account	£208,700.81
CCLA Home Farm Account	£100,000.00
S106 Account	£6,154.14
CCLA S106 Account	£60,000.00
CCLA Reserves Account	£75,000.00
Community Reserves Account	<u>£592.10</u>
	<b>£630,606.32</b>

Dividend payments have been received with money held with CCLA as follows:

CCLA Current Account	£32.22
CCLA Home Farm Account	£23.04
CCLA S106 Account	£13.82
CCLA Reserves Account	<u>£17.27</u>
	£86.35

Cllr Mrs Brash-Hall confirmed that she had completed the quarterly check on payments made by the Finance Committee. She stated that these checks should be carried out in the office on live documents rather than photocopies to ensure transparency. This would enable questions to be answered directly as they occur. A full quarter should be checked, rather than one month as provided.

Cllr Samm confirmed that he had completed the check for September 2016.

- b) It was **noted** that confirmation had been received from SCDC with respect to the precept and there will be a decrease of £3.85 or 5.14% on a band D home compared to the equivalent charge for 2016/17.
- c) Members reconsidered the state of the wall surrounding the churchyard at St Michaels Church. Further to the request from the last meeting, further quotations had been sought and one additional company had provided a quotation for consideration.

After a lengthy discussion, it was **proposed** by Cllr McPhater, seconded by Cllr Burns and **RESOLVED** by a unanimous vote to ask Mr Darby for some references before coming back for further consideration.

Clerk

- d) Members considered the request from the Clerk to help with a contribution towards the Certificate in Higher Education in Community Governance. After discussion it was stated by Cllr McPhater that he appreciated the Clerk's initiative to seek a scholarship and to look at continuing her professional development.

Cllr Mrs Brash-Hall proposed that the Council support the clerk with a grant of £1,000 towards the fees (£3,490). Motion failed.

It was **proposed** by Cllr McPhater, seconded by Cllr Burns and **RESOLVED** that the Council assist the Clerk in her further education by paying 50% of the remaining fees with an amendment to her contract, showing a sliding scale of what the Clerk should reimburse the Council should she leave within certain timescales.

**CARRIED**  
**1 abstention**

Cllr Mrs Brash-Hall stated that this request should have been brought to council prior to registering for the course.

- e) It was **noted** by members that it had been requested that the Clerk look at alternative equipment for the office and taking minutes, as an alternative to using her own personal computer, in the early part of 2016. It was **proposed** by Cllr Mrs Brash-Hall, seconded by Cllr McPhater and **RESOLVED** by a unanimous vote to purchase an HP Envy but to try and get the best warranty possible.
- f) It was **noted** by members that at the Annual Meeting in 2016 it had been requested to bring the insurance renewal forward to February for consideration. It was **proposed** by Cllr McPhater, seconded by Cllr Sinclair and **RESOLVED** by a unanimous vote that it be investigated to see if NFU provide Parish Council insurance, to ask Zurich if they can do a better price and to bring back to March meeting.

Clerk

#### 16-17/198 Health & Safety Matters

The Risk Assessments carried out by members in 2016 were considered. It was **proposed** by Cllr Sinclair, seconded by Cllr McPhater and **RESOLVED** by a unanimous vote that the Clerk get the work marked as medium risk, quoted for and bring back to March meeting.

Clerk

#### 16-17/199 Committee Matters

Minutes from the Finance Committee held on 24<sup>th</sup> January 2017 were **noted**.

#### 16-17/200 Correspondence

- SAAA Announcement of Appointed Auditors, received from NALC, via CAPALC already circulated by email)
- CCVS January 2017 newsletter (as circulated by email)
- Over Day Centre Annual Report 2016 (as circulated by email)
- Test Pitting in Longstanton 2017
- NALC Chief Executive Bulletin 1-13 Jan 2017 (as circulated by email)

**16-17/201 Date of Next Meeting**  
Monday 27<sup>th</sup> February 2017 – planning (if required)  
Monday 13<sup>th</sup> March 2017.

**16-17/202 Agenda Items for Next Meeting**  
Councillors are to notify the Clerk of any business and payments at least 7 days prior to the next meeting.  
There being no further business the meeting closed at 10.37pm.

Signed: .....  
Chairman  
Date: 13/3/17 .....